

Quick Reference Guide to Saving the Organizational Chart using ADOBE Acrobat

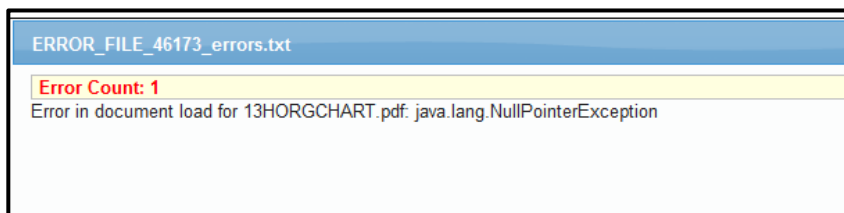
Created by Filer Technical Support

These instructions are written to assist filers in the preparation and process of filing electronically. The instructions are intended as general guidance and should not be relied on as definitive or a substitute for the EDGAR Filer Manual.

<http://sec.gov/info/edgar/edmanuals.htm>

The Organizational Chart attached to the 13H Form must be a searchable PDF document. A document that consists of scanned images of text is not accessible because the content of the document is a graphic representing the letters on the page, not searchable text. This means scanned images that have not been parsed for character recognition will not pass EDGAR validation.

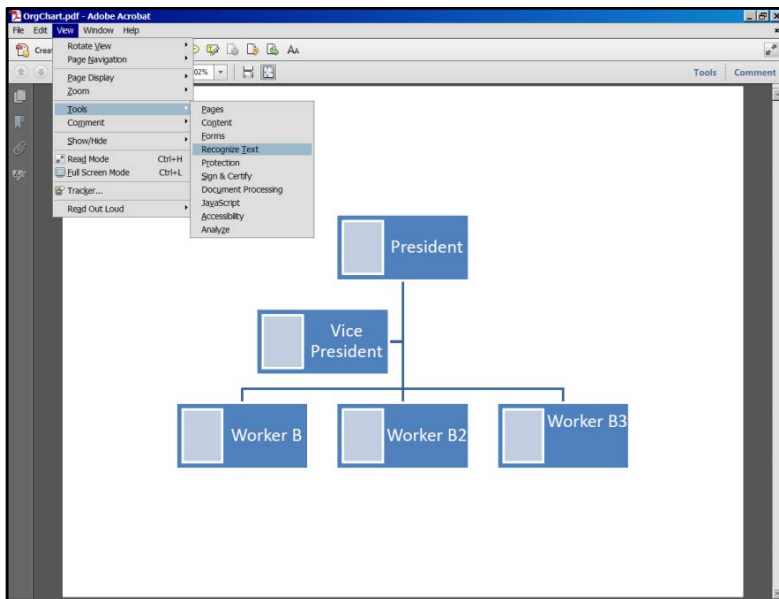
If you receive the following error message attaching the organizational chart to the 13H form, the steps below will walk you through the process of resaving the document as a searchable PDF document.



Option 1

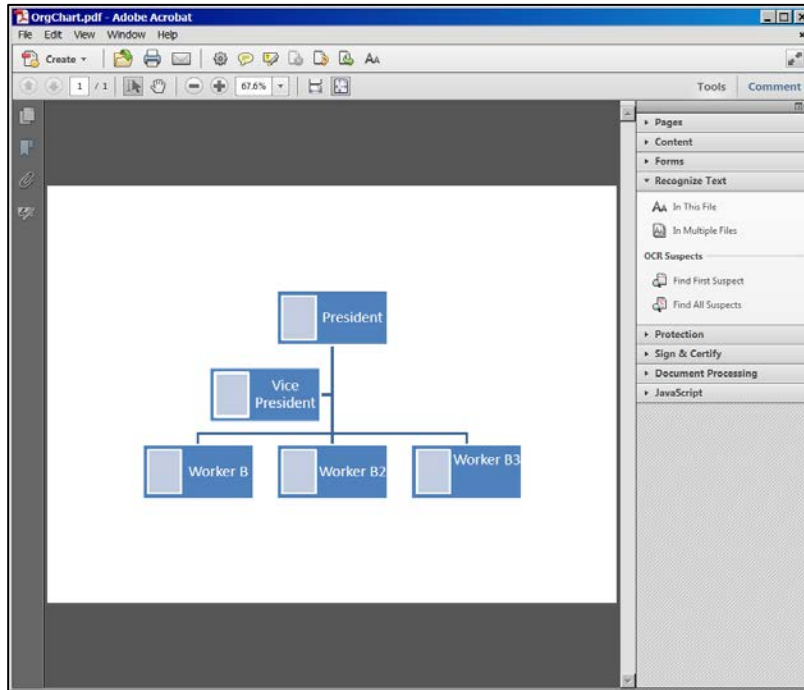
Follow these steps:

1. Open Adobe Acrobat.
2. Select File, Open and Choose your Organizational Chart
3. Select View, Tools and Recognize Text.

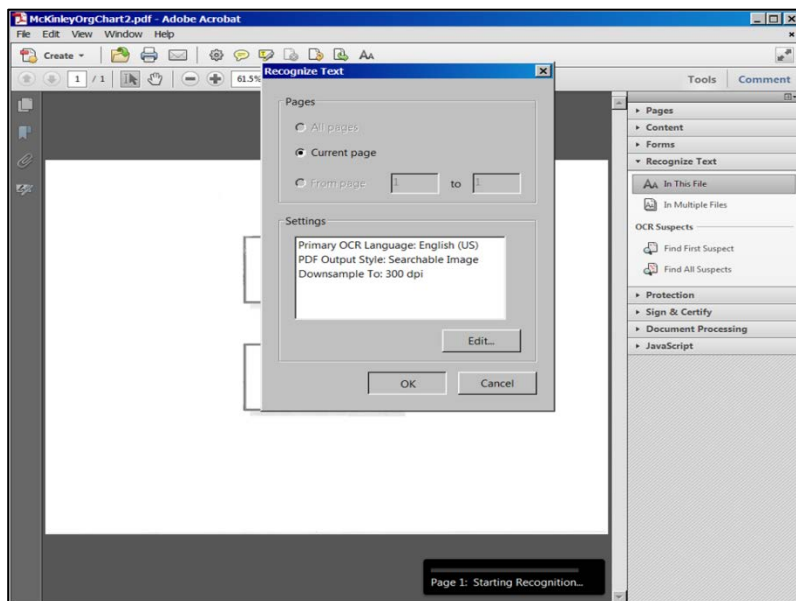


The Tools Window will display on the right side of the page.

4. Select **In This File** under the options for Recognize Text. (please provide step for example (File/x/Recognize ..



5. If you are using Adobe Acrobat 8 or earlier, select **OK**, and Acrobat will begin recognizing the text on each page. You will notice that a progression bar will appear on the bottom right of your screen. When the process is complete, you'll notice that the document text is now selectable and searchable.



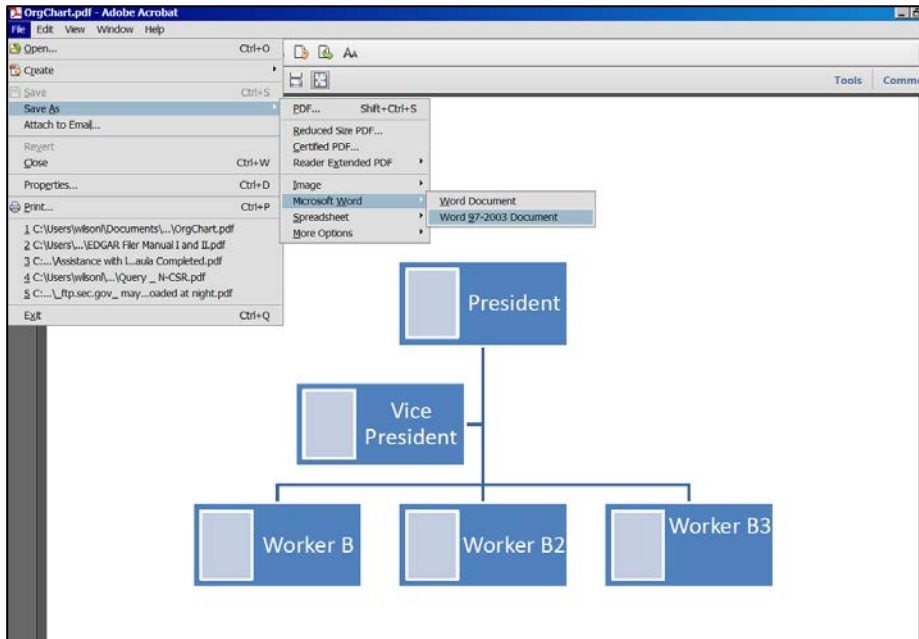
6. Save your document by going to the "File" menu and clicking "Save As PDF."

If Option 1 doesn't correct the problem, try Option 2.

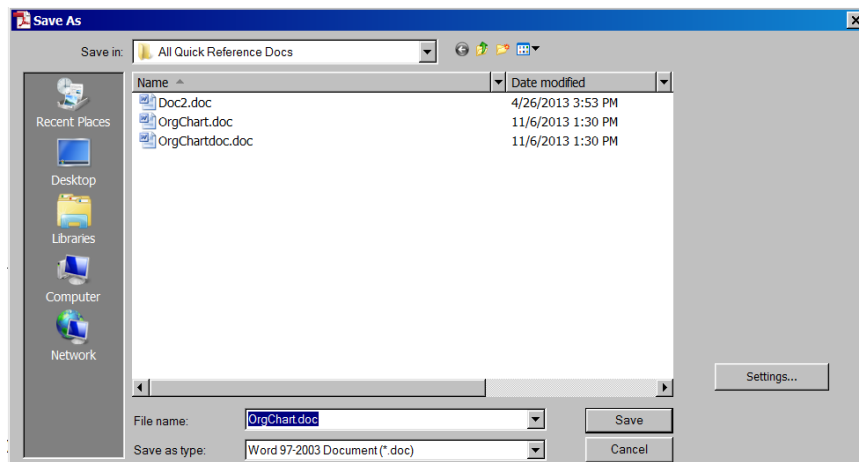
Option 2

Follow these steps:

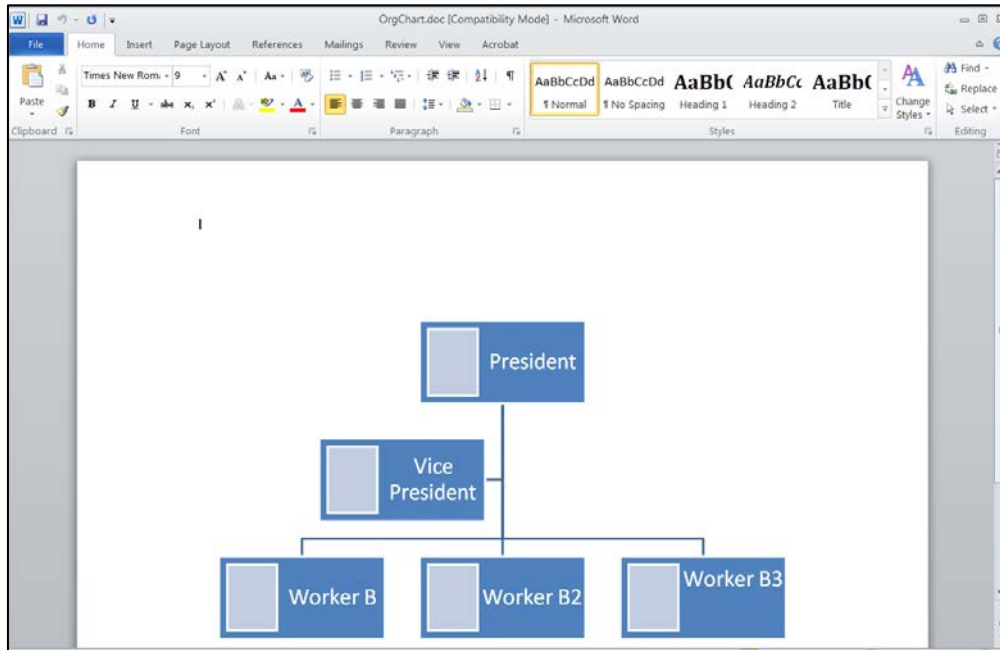
1. Open Adobe Acrobat.
2. Select File, Open and Choose your Organizational Chart



3. Select File, Save As, Microsoft Word, Word 97-2003 Document
4. When you save the file, it will be saved with a .doc extension. Make sure you know where the file is being saved.



4. Open the saved document in Microsoft Word. Make sure the boxes and text have converted properly. Depending on the way the document was originally created, you may need to make adjustments to the file.



5. In Microsoft Word, resave the file as a PDF document.